

**DIRECTIVE NUMBER: 300-05-15**

**TO:** All Kansas Department of Labor

**DATE:** November 23, 2015

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Family Medical Leave Act

**Overview**

The basic protections and rights afforded eligible employees by the Family Medical Leave Act (FMLA) are set out in Federal law. The FMLA further specifies that “a State is a single employer.” Therefore, all State of Kansas agencies will administer the FMLA in a uniform and consistent manner in compliance with the Federal law as outlined in the Division of Personnel Services Bulletin No. 09-03. Information concerning FMLA eligibility and other questions may be accessed at <http://www.admin.ks.gov/offices/personnel-services/agency-information/bulletins---personnel>

**Procedures**

- Employees who feel a serious health condition may qualify for FMLA leave should contact the HR office for information and assistance concerning necessary paperwork.
- If the need to take FMLA leave is foreseeable (such as a scheduled major surgery or the birth of a child), employees are asked to provide at least 30 days’ notice to their supervisor and the HR office.
- If an employee is unable to work for more than three (3) consecutive days and it appears the absence may be FMLA qualifying, the supervisor should notify the HR office immediately.
- Supervisors should not make requests for medical certification, doctor’s note or periodic reports. Contact Lacie Worchester at [Lacie.Worchester@dol.ks.gov](mailto:Lacie.Worchester@dol.ks.gov) for any necessary requests or information.

Effective date: July 1, 2015

References: Division of Personnel Services Bulletin No. 09-03

Questions: Contact Lacie Worchester at (785) 296-5000, x2564

*Signature on file*

Lana Gordon, Secretary of Labor

Rescissions: 300-04-06, 300-03-12

Expiration Date: Continuous